

SECTION I: General Information and Policy Statement**Introduction**

This handbook will explain what is expected of each person during incarceration and what you can expect from correctional staff. In addition, this book should assist each person in his or her adjustment while incarcerated.

Inmates are required to obey all directives and rules contained in this handbook. Failure to comply may result in disciplinary proceedings or further court action, which could result in prolonged confinement.

Wherever people have to live together as a member of a community, certain regulations and restrictions must be adopted and accepted by all in order to assure the wellbeing of everyone. The rules in this handbook apply to everyone confined in this facility. **Your adherence to the rules and display of a proper attitude will be important factors when your sentence is reviewed, or you are considered for reduced custody programs, or release on parole at the expiration of your minimum sentence.** Every situation and rule cannot be outlined specifically, because no manual would be large enough. Therefore, using common sense, behaving as an adult, respecting others, and adherence to staff orders are the key to success.

Being confined is not a pleasant experience, but the wellbeing of everyone here can be considerably improved if the guidance in this handbook is followed.

The correctional staff is charged with the responsibility of assisting you with legitimate needs. The staff-inmate relationship is very important to everyone's ability to conduct the business of corrections in an effective manner, and each inmate and staff member has an important stake in improving this relationship.

Each of you who study this handbook, cooperate in the established programs, and comply with regulations may receive a favorable institutional court report and will complete your sentence in the shortest time possible. Make good use of the time you spend here by using the programs and services constructively. If you are a pre-trial detainee, your institutional conduct will determine any future considerations should you be unfortunate enough to return to this facility. In addition, a report of your behavior will be sent to any other correctional facility you may be sent to in order for that facility to properly classify you.

The Lackawanna County Prison does NOT permit Sexual Harassment or Sexual Conduct of any type. The staff has adopted a "zero-tolerance" policy regarding Sexual Behavior. Any violation shall be reported to staff immediately or by making an anonymous phone call to the Prison Rape Elimination Act Hotline at 1-844-429-5412.

Finally, the Lackawanna County Prison is a tobacco-free institution and has adopted a "zero-tolerance" policy regarding the use of tobacco and/or the introduction of tobacco products into the facility. This includes materials that can be used in the use of tobacco, such as lighting devices, etc.

SECTION II: Inmate Services**Admission**

Upon your arrival you were processed in by a Correctional Officer. You and your property were thoroughly searched for contraband.

You were photographed, interviewed and asked if you had any medical problems that needed immediate attention. Your personal possessions and valuables will be confiscated and placed in safekeeping; you will be required to review and sign a property form indicating you agreed that this form was accurate and all your property was correctly listed. You will not be allowed to keep any of your personal clothing (refer to page 5 “Inmate Uniform and Personal Hygiene” for further details). Your money was deposited in a personal account, in your name and you were required to sign a receipt acknowledging that the amount was correct. You will be given a PIN number to access your account to make debit phone calls and to purchase commissary items. Keep this number confidential. You will be allowed to make a phone call prior to being housed in the intake Unit. You are responsible for maintaining any and all receipts, copies and/or legal papers while you are in this facility. Within a reasonable amount of time of your commitment you will be seen by a physician for a medical screening. Any medical problems and or history should be noted at this time. You will be placed in an intake housing unit until you are accessed by the Classification Coordinator for placement in a permanent housing assignment. You will be issued an inmate handbook, I.D. wrist band (or ID card), clothing, bedding and hygiene kit. All items, except your hygiene kit are your responsibility to return upon your release (this includes mattress and bedding). Items not returned will be deducted from your inmate account.

Orientation

You will receive orientation by a Counselor once you are classified. This orientation serves as a means to answer any questions you may have that the Inmate Handbook could not answer. Your orientation will be documented in your file. You will be required to view the Orientation Video and PREA Video within 48 hours.

Classification

The Lackawanna County Prison utilizes an Objective Classification System which classifies inmates in terms of custody requirements, disciplinary behavior and programming needs.

All inmates are classified with the same criteria regardless of sex, race, color, creed or national origin. The Classification system manages both male and female inmates, inmates with special needs, as well as those requiring disciplinary confinement.

The Classification Committee will determine your housing assignment. Once a housing assignment is made, you will be moved to either a general housing area (maximum, medium or minimum custody) or a special housing area. If you are sent to a special housing unit (i.e, special needs unit or administrative segregation), you will be reviewed by the Classification Committee every seven (7) days. Administrative segregation refers to those inmates placed in secure housing at the discretion of the administration for the purpose of maintaining control and safety. In addition to the two (2) hours of exercise and phone calls, the inmates of this unit will be allowed visits, the privilege of buying commissary and services delivered by Treatment Staff.

Multiple-Inmate Cell

If you are assigned to a multiple-inmate cell, you will be held accountable for an infraction that occurs within the confines of such cell unless you can establish a lack of involvement in the infraction.

Inmate Uniform and Personal Hygiene

The following items will be issued to you during your Booking process.

1. Hygiene kit containing:
 - Toothpaste
 - Toothbrush
 - Comb
 - Flex pen
 - Deodorant
 - Washcloth
 - All-in-one body wash/shampoo
 - 8 oz. cup.

You are required to purchase hygiene items from commissary after you receive an initial hygiene kit on commitment, unless you are considered to be indigent. Indigent inmates are those having no means of income and have less than \$1.00 in their account for seven days and no future prospect of receiving funds for the next seven days. Indigent packages are available twice a month.

If you have not received a hygiene kit by the time you reach your housing unit, please bring this matter to the attention of the Housing Unit Officer.

ICE Detainees – hygiene items, listed above, may be replenished weekly (free of charge) by request to the Shift Commander. An empty container must be presented to receive the replacement.

2. You will also be issued:

Males

- 1 Orange Jumpsuit
- 3 T-Shirts
- 3 Underpants
- 3 Socks (pair)
- 1 Shower shoes (pair)
- 1 Inmate Handbook
- 2 Sheets
- 1 Blanket
- 1 Towel

Females

- 1 Orange Jumpsuit
- 3 T-Shirts
- 3 Underpants
- 3 Socks (pair)
- 1 Shower shoes (pair)
- 1 Inmate Handbook
- 2 Sheets
- 1 Blanket
- 1 Towel
- 3 Bras

Your jumpsuit will be exchanged for 2 sets of uniforms once you are classified to general housing. Sneakers are available to purchase through Commissary. You are responsible for the above mentioned items. If lost, destroyed, or not returned in the same condition received, monies shall be taken from your account for each item in question. At no time are you allowed out of your cell without being properly groomed and attired. This entails hair neatly fixed, shirt, pants or jumpsuit in an unaltered form and properly buttoned, shoes and socks on and no unauthorized head wear. T-shirts and underwear must be worn at all times with the T-shirt properly tucked in.

Personal Property - Clothing

All property which you cannot keep has been placed in appropriate *storage* areas. Your property will be returned to you upon your release from the facility.

Inmates are permitted to wear a wedding band providing it does not contain a precious gem (s) or sharp edges.

Inmates are permitted to wear a religious medal limited to the size of a Kennedy Half dollar and one chain limited in length to 20 inches (approved at the

Booking area).

Personal clothing can be worn to trial only.

Exchanges (on a one-for-one basis) are only accepted for trial or seasonal purposes.

The following rules and regulations will be followed in the exchange of personal clothing:

- Exchanges will only be permitted must be exchanged on a one-for-one basis.
- clothing exchange is allowed between 9am and 11am, Monday through Friday.
- all clothing requests must be received by the Property Officer by 1400 hours the working day before.

Bulk Property

Bulk Property: Any personal property in excessive amounts, or what is in excess of approved property for cells.

Bulk property, by policy, is not accepted by this facility.

Should bulk property, beyond what is allowed by facility policy, be accepted, then it will be placed in the secure storage area.

Bulk property will be stored for a period not to exceed ten (10) calendar days.

If you do not arrange for pick-up of bulk property, it will be sent out with the first visitor you receive.

If no visitor visits you, your bulk property will be sent without return address, and the cost for shipping shall be paid by you.

All shipping charges shall be paid prior to commissary purchases; this includes monies deposited into your account at a later date than shipping.

Any bulk property left at the Prison after your release shall be picked up within ten (10) days. If not, it will be disposed of.

Inmate Rights and Privileges

Rights

You have the right to have access to the courts and legal materials. You have the right to freedom of religious affiliation and voluntary religious worship, within the normal and orderly operation of the facility. Your religious choice shall be

expressed upon your Booking. Any changes you wish shall be requested through the Administrative Officer. Requests will be processed on a monthly basis. Attendance at religious services shall be limited to your choice of religion on record. If you cannot attend a religious service due to security separations or other security reason, you are free to practice your religion in your cell.

You have the right to health care. You will receive: nutritious meals, proper bedding and clothing, clean laundry, the opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toiletries, medical and dental treatment.

You have the right to protection from personal abuse, corporal punishment, personal injury, disease, property damage and harassment.

Privileges

Privileges are defined as a special advantage enjoyed by a person. There are many privileges granted and earned by inmates.

The privileges include:

- Some recreational activities.
- Regular use of the telephone.
- Commissary.
- Visitation (Restrictions may be placed on visiting, including denial of a visit, when, in the discretion of the Prison Administration, the restrictions are necessary to maintain the safety or security of the Prison).

You have the privilege, if qualified, to participate in education programs and work opportunities, as resources are available and in keeping with your interests, needs, custody status and abilities.

Abuse of these privileges or facility misbehavior will result in the loss of these privileges.

Legal Representation

The Lackawanna County Prison is served by the Lackawanna County Public Defender's Office. This office is located in the County Courthouse. Attorneys of record have access to the facility and their clients at any time except during facility counts. They represent any man or woman who needs legal assistance regarding criminal matters and who cannot afford private counsel, and who meets eligibility requirements.

A Public Defender application form shall be given to you upon Booking. It is

your responsibility to complete and submit to the PD's Office. If assistance is needed you are to request it through your Housing Unit Counselor.

To contact the Public Defender's Office, you can send a letter out through the U.S. Postal Service. Write your letter and give it to the Housing Unit Officer, who will forward it for delivery. You may also contact the PD's Office via a free telephone call from your Housing Unit inmate telephone.

If you are a Federal Inmate, you have access to the Federal Defenders Office via a free telephone call from your Housing Unit inmate telephone.

If you are being housed at Lackawanna County from another institution, your legal representation remains in the County of arrest. You must complete all appropriate paperwork for legal representation prior to your transfer here. If you wish to contact your attorney, either write a letter or make a collect phone call. LCP is not responsible for an attorney refusing to accept collect phone calls. The Lackawanna County Public Defenders Office will accept collect calls.

Occasionally an inmate may be contacted by the Housing Unit Officer and told to "call your attorney". This means that your attorney will accept a collect call and is anticipating the same in the near future. If the phone is in use, the Housing Unit Officer will see that you get the next available use of the phone.

If you feel that you have been a victim of a criminal act from any person while incarcerated you can contact your attorney or the District Attorney's Office through your Unit Counselor.

Bail

Normally a person who has been committed from the office of a District Justice has had bail set. In order to make bail you usually need ten (10) percent of the amount set, plus administrative costs. Arrangements for this must be made through a Bail Bondsman (a list of approved County Bail Bondsmen are available on your Housing Unit).

If your family or friends obtain the money, they can pay the money directly to the office of the District Justice who is responsible for your case. If it is after business hours or on the weekend, the bail can be paid at the jail. A valid picture ID is required from the person posting the bail.

If you have had your preliminary hearing and your family or friends wish to post bail, the money must be paid at the Office of the Clerk of Courts at the County Courthouse.

There are several possible bail alternatives through the District Court and Common Pleas Court. Direct all inquiries regarding bail to the Public Defender's

Office or your attorney.

Notary Services

There is a notary service available at the facility for legal documents. See your counselor for more details. **Please be advised that the Notaries do not handle motor vehicle title transfers or any forms not related to the Civil / Criminal Justice System.**

Counseling Services

Correctional Counselors are available Monday through Friday to assist you. A counselor can explain bail procedures to you and also assist you with any problems in filling out your public defender application.

Once in General Population, you will be orientated by your housing unit counselor. At this time the counselors will acquaint you with personal visitation procedures. He/she also will provide you with the listing of appropriate programs and once sentenced, you may be eligible for Community Service or Work Release. If so, the Community Service Director will interview you pertaining to the rules and regulations of the program. He/she also will explain disbursement of your monies and payment of fines. He/she also maintains all the records for these payments.

None of the counselors can act on legal advice for you. They will handle such questions by referring you to your attorney.

Medical Services

Health care is provided to all inmates who are in need of treatment and care.

Inmates committed to the facility will receive an initial physical examination (within fourteen days) by the facility medical department. The facility affords you the opportunity to report a medical condition or other health problem through the completion of a sick call request which must be placed in the appropriate sick call request slip box located on each housing unit. Health Care Personnel examine and provide treatment for your illness and/or health problems during regularly scheduled sick call.

The Lackawanna County Prison will provide quality health care to the inmate population consistent with the standard of medical practice in the community in which they are incarcerated. Care shall be routinely and consistently provided regardless of the inmate's financial standing.

Over the Counter Medication

The facility provides inmates access to over the counter medications. Over the counter medications are non-prescription medication, and available for purchase through commissary on the regularly scheduled commissary days.

Over the counter medications that are in pill or tablet form are available in a packet that contains two (2) pills/tablets. You are only allowed to purchase ten (10) packets or twenty (20) pills/tablets per commissary.

The maximum amount of pills/tablets that you are allowed to have in your possession at anyone time are forty (40) pills/tablets. Over the counter medications are to remain in their original packet.

If you are a newly committed inmate you may receive generic Tylenol at the regularly scheduled sick call time for the housing unit you are assigned to. You will be given ten (10) generic Tylenol (one time only). You will be charged for this packet. You must sign an Inmate Accounting Form when you receive the generic Tylenol and your Inmate Account will be debited. Refusal to sign the Inmate Accounting Form will not stop the fee from being deducted from your account. This one packet must last you until your housing units next regularly scheduled commissary.

A limited number of over the counter medications are available to indigent inmates. If you are indigent you may purchase over the counter medication through medical. Your account will be debited to reflect the cost of the over the counter medications that you have purchased. If you receive funds in your account at a future date, your indebtedness will be deducted from the funds received and the balance will be available to you.

It is your responsibility to use over the counter medication as directed by the manufacturer on the packaging.

Inmate Co-Pay for Medical Care

Medical care shall be routinely and consistently provided to all inmates regardless of their financial standing. **At no time shall Medical Staff deny treatment of an inmate due to indigent status or unavailability of sufficient funds to pay for the service.** All inmates shall be charged a fee for medical care that is provided to them.

If you have an illness or injury and wish to see the Medical Staff fill out a Sick Call Request Form. You will see the Nurse and be charged for the visit. If the Nurse determines that you need to see the Doctor, he/she will refer you to the Doctor/Dentist/Psychiatrist and you will be charged a co-pay for their visit.

When you see the Nurse/Doctor/Dentist/Psychiatrist you will be asked to sign an Inmate Accounting Form so that the cost of the visit can be deducted from your account. Refusal to sign will not stop the co-pay from being debited from your account.

There are certain exceptions that will result in your not being charged a co-pay for service.

- Initial commitment, psychiatric and/or emergency screening is free.
- Initial treatment for chronic illness such as diabetes, hypertension, asthma, or H.I.V. related illnesses are free.
- Follow-up treatments, deemed necessary are free.
- Emergency services, as determined by the Medical Department Supervisor or designee, are free (all accidents may not qualify as emergencies).

Nurse/Doctor co-pay incurred during the immediate medical care of self-inflicted/induced emergencies shall be the financial responsibility of the inmate.

There will be no charge for prescription medication ordered by the facility Doctor.

The co-pay schedule is as follows:

- | | |
|------------------|--------|
| a. Nurse visit | \$3.00 |
| b. Doctor visit | \$5.00 |
| c. Dentist visit | \$5.00 |

Indigent inmates will not be denied medical care. If you are indigent your account will be debited to reflect the amount of visits charged. If you receive any funds in the future this indebtedness will be deducted from the funds received and the remaining balance will be credited to your account.

Mental Health Services

A Forensic Mental Health advisor visits the facility on a limited basis. Anyone interested in speaking with someone from Scranton Counseling Center should send a request slip to the medical department. Your name will be placed on the list for evaluation. Depending upon case-load, it may take a few days for you to be seen.

Religious Services

Religious services are available to all inmates without security or administrative

limitations. General Housing inmates are encouraged to attend scheduled services and programs. Segregated Housing inmates may participate in one-on-one programs. A schedule of services is posted in all General Housing Units.

Barber Services

Haircuts shall be offered monthly on a rotational basis.

Prior to going to the barber, all inmates must wash their hair and be appropriately dressed.

Grievance Procedure

If you feel that someone or some action that has been taken against you is unfair, you may file a grievance. A grievance will include at least one level of appeal. Inmates are encouraged to settle the issue with the housing unit officer. If you are unable to solve the issue at this level, you may request a Grievance Form from the Officer. Your grievance will be forwarded to the Grievance Coordinator / Administrative Officer who will attempt to solve it at this level. If you are still not satisfied, you may appeal the grievance to the Deputy Warden attaching the answer from the Grievance Coordinator / Administrative Officer and stating why you are not satisfied with that answer. The Warden is the final internal step in all grievances. All grievances shall be handled in the most expedient manner possible, but shall be responded to in (5) business days on each level. Issues dealing with Commissary, the Phone System, and Laundry will be treated as complaints, not grievances, and will be handled accordingly. At no time will an inmate be retaliated against, by staff, for filing a grievance. Should an inmate require assistance with filing a grievance, he/she should see their housing unit counselor.

General Rules

The following rules stress consideration and respect for all staff, inmates and property. They are designed for the orderly and secure operation of the facility and are necessary for the welfare of inmates and staff alike.

It is incumbent upon each inmate to have a working knowledge of and to comply with all of the rules herein. Lack of knowledge of any rule does not excuse or mitigate the failure to comply with, or the breach of, or violation of, any rule or regulation, or several of them, by an inmate.

The following rules apply to general housing inmates. Segregated units rules and regulations are posted on the bulletin boards in the units.

1. **Cells:** Inmates may only enter their own assigned cells. Inmates may visit each other in the unit day room. Any inmate request for a change in cell assignment shall be denied. Any request for change in housing

- unit requires the approval of the Classification Committee. During lock down, no items are to be passed from cell to cell.
2. **Cells (physical structure):** Doors, walls, windows and furniture must be free of tacks, nails, signs, posters, pictures and other items taped or stuck on the walls, ceilings, etc.
 3. **Vents:** All vents in cells, corridors, sally-ports and housing units must remain uncovered in order to ensure proper air circulation throughout the facility.
 4. **Graffiti:** Writing on or defacing walls, doors, furniture and other property is not permitted.
 5. **Bed/Cell Clean-up:** All inmate beds are to be made and the cells straightened up, swept and mopped before unit activities begin. The procedure for mopping cells shall be as follows:
 - a. Each inmate is responsible for a daily mopping of their cell.
 - b. Cell cleanup begins after breakfast and shall be completed in a timely manner at the direction of the Housing Unit Officer.
 - c. Each housing unit is equipped with all the cleaning supplies for inmate cell/unit cleanup.
 6. Beds must be made when not in use. Inmates may lie on top of their made bunk using a blanket.
 7. **Items allowed in cells:** Anything other than the following items is considered contraband.
 - a. Issued clothing, linen, bedding, mattress and personal hygiene articles (two each of hygiene products).
 - b. Only approved commissary items.
 - c. Approved property retained by inmate during processing.
 - d. Approved property delivered for inmate (reading, glasses, dentures, religious medal and chain, hearing aid).
 - e. Legal and personal mail as approved and not in excess.
 - f. Health articles approved by Health Care Personnel and/or Facility Health Authority (Ex: ace bandages, ice packs).
- Note:** all health articles must be returned when used or finished with.
- g. Approved items from facility programs attended.
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- h. Approved photographs (10), (nude pictures or pictures depicting sexual acts shall not be allowed).
 - i. All property in cells shall be placed in your tote. Property not in provided storage areas are subject to confiscation.
 - j. Total of four (4) books, this total includes magazines and newspapers.
 - k. Only one (1) issued cup and one (1) cup purchased through commissary are permitted.
8. **Tampering:** Blocking or tampering with any locking devices, life support and/or fire control systems is not permitted.
9. **Tobacco Free Jail:** The Lackawanna County Prison supports good health and clean air. Therefore, tobacco products in any form, and any device capable of flame, are considered contraband in the facility.
10. **Inmate Attire:** Inmate must be fully and properly clothed when outside of their assigned cell/unit. This includes underwear, shirt, pants, socks, shower sandals, or tied sneakers. T-shirts and shorts may only be worn to recreation, in place of uniform. No oversized or undersized attire is permitted. Opposite gender Staff members are permitted to work all posts in the facility. Their presence is to be announced when entering a unit of the opposite sex. It is your responsibility to ensure you are properly clothed during staff rounds.
11. **Bathing:** Shower room area(s) off the unit day room are available after cell/unit cleanup and inspection, and end one half hour prior to unit lock-up. When going to and from the shower, inmates must wear a shirt and pants and their shower sandals. Inmates must bath a minimum of three times per week, unless a medical problem indicates otherwise.
12. **Shaving:** Razors may be ordered from commissary and will be secured at the Officer's station. Razors may only be signed out between the hours of 8 a.m. and 10 a.m. Monday through Friday. If you are found to have a razor in your possession outside of the shaving schedule, you will receive a misconduct.
13. **Mail:** Normal collection and distribution as per U.S. Postal Service.
14. **Clothing/linen Exchange:** Shall be conducted on each housing unit according to the schedule posted on your unit. Your whites will be washed twice a week and your darks will be washed twice a week.
15. **Games:** Checkers, cards, games, etc., are kept in the housing unit for

inmate use.

16. **Television:** There is television monitors located in the housing units. Televisions can be viewed after cell/unit cleanup and inspection, and turned off at lock-up at night. Televisions will be off during inmate counts and meals.
17. **Telephones:** Are provided in the unit day room. There are collect/debit call only telephones available for inmate use during unlocks. There is a twenty (20) minute time limit per inmate if there are other inmates waiting to use the phone.
18. **Counter Areas:** Are provided in the dormitory unit day room, they house games and other assorted items.
19. **Meals:** All meals are served on the housing units. You may not share or give your food to another inmate.
20. **Recreation:** The indoor/outdoor recreation areas are offered two (2) hours a day, seven days a week. Recreation in segregated units shall be one (1) hour per day, Monday through Friday (weather permitting).
21. **Commissary:** Inmates have the opportunity to order and receive commissary items once a week, only food items purchased in the commissary are permitted in cells.
22. **Visitation:** Personal and secure visitation shall be allowed. Personal visitation is allowed only in General Population once a month by request slip at the discretion of your housing unit Counselor. Secure visitation is allowed every week.
23. **Programs:** Inmates have the opportunity to attend programs provided based on your Housing assignment and Classification.
24. **Day room:** Must be kept in a sanitary and orderly fashion at all times. At no time will any sheets, blankets, mattresses, pillows, pillow cases or towels be found in the day room area. Sitting on housing unit tables is NOT allowed.
25. **Day room lights:** Shall be on from 0600-2230hrs.
26. **Communicating between cells is prohibited.**
27. **RESTITUTION SHALL BE REQUIRED IF YOU ARE FOUND GUILTY OF DESTROYING COUNTY PROPERTY. RESTITUTION WILL BE DEDUCTED**

FROM YOUR ACCOUNT. IF YOU HAVE NO MONEY, YOUR NAME AND AMOUNT OWED WILL BE ENTERED IN THE COMPUTER FOR SUBTRACTION FROM ANY FUTURE DEPOSITS. CRIMINAL PROSECUTION MAY RESULT IF DAMAGE IS DEEMED SEVERE.

Visiting

Things Inmates should know about visitation:

1. Visitation is a privilege extended to inmates in order to maintain closer contact with family and friends. It is not a right.

Secure Visitation

1. Eligible to inmates once classified.
2. Visitor must have a valid photo I.D.
3. Adults (age 18 or over) do not need prior approval.
4. Juveniles (under 18) must be accompanied by parent or legal guardian, and have their birth certificate with them.
 - a. These juveniles must be kept close (within an arms length) to the parent or legal guardian. The juveniles must remain seated in the lobby and/or the visitation room at all times. If the juvenile is not close to a parent or legal guardian, or left unattended and able to run free, the visit may be terminated.
5. If you are given a visit, you will visit with your guest only, and your guest will visit only with you. You or your guest will not be permitted to switch chairs to speak to another guest/inmate. If you or your guest do this, your visit will be terminated.
6. Former inmates are not eligible for a secure visit for a minimum of 90 days after release.

Personal Visitation

1. Eligible to inmates housed in General Population.
2. You must be housed in General housing for thirty (30) days to have a personal visitor.

3. Visitors must have a valid photo I.D
4. Inmates must fill out a request to the Unit Counselor for a personal visit listing family members to visit. This list consists of four members of their immediate family; anyone not on this list will not be allowed in for personal visitation.
5. Limited to immediate family, as follows:
 - a. mother, father
 - b. brother, sister
 - c. grandparents
 - d. spouse
 - e. children
 - f. step-parents
 - g. step-children
 - h. step-brother, sister
 - i. mother in-law, father in-law, sister-in-law, brother-in-law,
 - j. grandchildren,
 - k. legal guardian of your child.

NO ONE ELSE IS IMMEDIATE FAMILY!

6. Changes to your personal visitation request must be submitted to the Unit Counselor at least two (2) days prior to your visit. An explanation of the reason for change must accompany the request.
7. Changes in your level of classification may affect your scheduled visit.
8. Visitation is limited to four (4) people. Children are counted as people too, and there is no age under which they are free.
9. If you are given a visit, you will visit with your guest only, and your guest will visit only with you. You or your guest will not be permitted to switch chairs to speak to another guest/inmate. If you or your guest do this, your visit may be terminated.
10. Juveniles must be accompanied by parent or legal guardian, and have their birth certificate with them, and are under the same rules listed in #4 Secure Visitation.

11. If you are not married to the parent or legal guardian of your child, you may see the child and parent if you can produce a birth certificate for the child listing you as a parent. Have a copy of the birth certificate sent to the Unit Counselor.
12. Personal Visitation times are limited to 30 minute time period.
13. Personal Visits start at the scheduled time. If your visitor comes after the start time assigned to you, the visit will not be allowed.
14. Schedule personal visitation through your Unit Counselor.
15. Approval must be secured no later than noon on Wednesday prior to the visitation. Requests for personal visitation will not be accepted after noon on Wednesday prior to visitation.
16. You may have secure or personal visits on personal visitation days.
17. Former inmates of LCP will not be approved for personal visitation without prior written permission from the warden.
18. The only physical contact between an inmate and their approved visitors shall be **HAND HOLDING**. The hand holding shall occur only on top of the table.
19. Any violation of Facility Rules during personal visitation may result in the loss of personal visitation privileges for the remainder of the period of incarceration at the Lackawanna County Prison.

Attorney Visits

Your attorney may visit you at any time between the hours of 8:15 a.m. and 8:00 p.m.

Searches

You are subject to search at any time. All inmates will be unclothed searched prior to personal visits. Upon completion of a personal visit, you will be unclothed searched again. All visitors are subject to search.

Special Visits

1. Special visits must be requested, in writing, through the Housing Unit Counselor. Include the reason for the request and date and time desired.
2. All housing units are eligible to request special visits.

3. Special visits will be secure only.

Meals

Meals are planned for balanced nutrition and variety, prepared in the facility kitchen and delivered to housing units.

Special diet meals may be available for inmate health and/or religious needs. All special diets shall be implemented after the approval of the Facility Health Authority, Chaplain and Food Service Director.

Requests for special meals should be made by submitting an inmate request slip to the Medical or Treatment staff.

Meals are served, three times a day on the housing units. Breakfast is served between the hours of 7 a.m. and 8 a.m., lunch is served between the hours of 11 a.m. and 12 p.m., and dinner is served between the hours of 4:30 p.m. and 5:30 p.m. Times are approximate and based on Operational Needs.

When the meal carts arrive, you will be asked to line up to receive your meal in an orderly fashion. A tray, utensil and cup will be given to you for each meal. All eating utensils are sanitized between meals. After you are finished eating your meal return your tray, utensil, and cup to the meal cart. In segregated housing the Block Worker with the Unit Officer will collect and account for the tray, utensil, and cup.

Inmate Accounts

When you were committed to the facility your money was counted and deposited into your Inmate Account. You may access this to purchase commissary, make debit phone calls or send money home. If you wish to know your current account balance, use your T.I.D. (telephone identification number) on the unit telephone.

Personal checks will not be accepted and will be returned to the sender. The mailing of cash is discouraged.

Funds will **not** be credited and/or transferred to another inmate's account.

Indigent Inmates

Indigent inmates are any inmates that have no means of income and have no money for a period of seven (7) days, and have no future prospect of receiving any funding within the next seven (7) days.

Commissary

Commissary permits you to use your own personal funds for the purchase of

approved items.

A list of approved commissary items shall be posted on each housing unit. Follow the instructions to purchase commissary items. Your inmate account will be automatically deducted the amount of your purchase.

Law Library

The law library houses legal research materials as may be required for inmate use. The law library is computerized and updates are installed periodically. You must abide by the rules and regulations. Failure to do so may result in removal from the library and disciplinary action being taken.

Library schedules are posted on the bulletin boards located in the units.

There will be no books allowed in the facility which demonstrate the construction of explosive devices, weapons of any type, traps, or any device which could be used to harm a staff member or inmate.

A computerized reference law library (with detailed instructions) is available in the library. Segregated housing units may access it on their respective housing units. A reference library of legal volumes is also available in the library. These books may not be removed from the library. Inmates in segregated housing units may request to use the law library computer on the housing unit.

All General Population inmates will be scheduled for six (6) hours of library time per week. Inmates housed in general population housing units may request extra library time through the Housing Unit Counselor. Pro se inmates (inmates defending themselves) are given first priority.

Printers and a copy machine are available for inmate use. Copy machine use must be requested through the inmate librarian.

Miscellaneous Programs

The following programs are scheduled weekly/monthly. Dates and times are posted on each housing unit. If you wish to attend any of the following, please send a request slip to the Education/Volunteer Coordinator. This is not a complete list of programs which are offered, other programs are posted on bulletin boards from time to time.

GED

GED testing is available to general housing inmates who want to earn their high school diploma while incarcerated.

Alcoholics Anonymous

AA meetings are held as schedules / available.

Employment Opportunity Training Center (EOTC) Programming

EOTC provides the following classes to General Population classifications; life skills, basic math, recovering addiction, thinking for a change, anger management, goal setting, positive thinking, healthy relationships, computer education, conflict resolution, judgment management, career preparation, financial responsibility, algebra, skills for business, parenting class, and health and wellness. Classes are offered Mondays through Fridays. Times vary according to scheduling.

Mail

There are no restrictions concerning the number of letters you may send or receive.

Letters will be opened and checked for contraband (postage stamps, stickers, pictures). Any money orders received will be pulled for your signature and posted to your account. Personal checks received will be returned to sender. The mailing of cash is discouraged, however, when it is received it is posted to your account and a receipt of transaction is forwarded to you. Greeting Cards are PROHIBITED. They shall be returned to sender.

Mail to and from attorneys and the courts will not normally be opened or inspected. The staff retains the right to inspect such correspondence for contraband, cash or money orders, in your presence.

Mail shall only be accepted through the postal service.

The distribution of mail from one inmate to another is not permitted. This includes the following:

- a. The passing of a note(s) to another inmate within the facility.
- b. The mailing of a note(s) out of the facility to be mailed back in by an outside party and to be received by another inmate.
- c. Any mail from inmates from other institutions.

Telephone Use

Each housing unit has telephone(s) to be shared equally by all. All calls are collect or debit. In order to make a debit call you must:

- a. sign the telephone agreement form,
- b. fill out the list of requested debit phone numbers, (limit 10)
- c. have an account balance greater than five dollars plus the cost of the phone call you are attempting to make.

Telephone costs are variable and expensive, therefore we encourage that you use the U.S. Postal Service to correspond with family and friends.

The phone may be used after cleanup and daily unit inspection. You will not receive incoming phone calls.

Abuse or illegal use of telephone privileges shall result in the loss of privileges, civil and/or criminal action.

All calls are subject to monitoring and may be recorded. To list your attorney's phone number as a non-monitored/non-recorded number, put in a request, with the attorney's name and number to the Administration Office.

NO MESSAGES SHALL BE TAKEN/DELIVERED FOR INMATES, UNLESS FROM YOUR ATTORNEY, PUBLIC DEFENDER OR AN EMERGENCY, BUT ONLY WITH PRIOR APPROVAL FROM THE SHIFT COMMANDER.

Recreation

Recreation programs are provided as a positive means to expend energy in an acceptable manner.

Recreation is schedule according to your housing unit assignment. Recreation will be in either the outdoor exercise yard (weather permitting) or the indoor recreation area. If indoor recreation is unavailable, recreation will be held in the unit dayroom.

The care of sports equipment is the responsibility of each inmate. At the completion of each recreation period, all sports equipment will be returned to the proper location. Misuse or abuse of sports equipment will result in disciplinary action and will result in having to pay restitution for destroyed equipment.

RESTITUTION WILL BE REQUIRED IF YOU ARE FOUND GUILTY OF DESTROYING COUNTY PROPERTY IN ANY WAY. RESTITUTION WILL BE DEDUCTED FROM YOUR ACCOUNT. IF YOU HAVE NO MONEY ON YOUR ACCOUNT, YOUR NAME AND AMOUNT OWED

WILL BE ENTERED IN THE COMPUTER FOR SUBTRACTION FROM ANY FUTURE DEPOSITS.

Participation in the recreation programs may be restricted for misconduct or security reasons.

Proper attire must be worn to outside yards and the gyms. Proper attire will include:

- socks
- gym shorts and t-shirt
- bra (if female)
- footwear
- underwear
- or full uniform

At no time are t-shirts or uniform shirts to be removed during recreation. No type of headband is allowed at any time. T-shirts and uniform shirts are to be worn properly at all times. Only the above items are permitted to be taken to the recreation areas.

Day Room Activities

Board games are available from the Housing Unit Officer for use in the day room, only in general housing units.

Release Procedures

The facility is notified through various official methods regarding the discharge of inmates. No discharge is official until the actual discharge document or bail document has arrived and been processed through the Shift Commander / Records Office. This may take several hours depending on where the release document is generated.

In the case of the sentenced inmate who is serving a sentence at this facility, release may be predicted upon parole or expiration of maximum sentence. Actual parole release takes place after the person has officially been instructed by the Probation Department and the order to release upon parole has been received by the Records Office. The minimum date of release is not an automatic release date, but can be extended by the court to allow the completion and investigation of an appropriate parole plan.

When your release documents have been received and processed, your name

will be called by the Housing Unit Officer. You will collect all your personal property, inmate ID wrist band, ID Badge (if you are a facility worker) and clothing. Your linen will be turned in and accounted for at the booking area. All library books will be returned and a cell check will take place by your Housing Unit Officer to ensure your cell is in order.

After everything is in order in your cell, you will be escorted to the booking area where you will turn in all of your county issued property. You will be charged for any lost, missing or damaged items.

After all county clothing is returned, you will be issued your personal clothing. You will be released and you must report to the Business Office, during normal business hours, to receive your funds. All funds will be distributed in the form of a check. County checks may be cashed at the Cigar Shop on the corner of New York Street and N. Washington Avenue.

RESTITUTION WILL BE REQUIRED IF YOU ARE FOUND GUILTY OF DESTROYING OR NON-RETURN OF COUNTY PROPERTY. RESTITUTION WILL BE DEDUCTED FROM YOUR ACCOUNT. IF YOU HAVE NO MONEY, YOUR NAME AND AMOUNT OWED WILL BE ENTERED IN THE COMPUTER FOR SUBTRACTION FROM ANY FUTURE DEPOSITS.

SECTION III: Security Procedures and Regulation

Counts

Exact counts of the inmate population will be held to ensure around the clock accountability. It is absolutely essential that all inmates of the facility are accounted for at all times. The facility will ensure our legal obligation to provide secure detention of inmates through formal and informal counts.

Formal counts are conducted at specific times of the day or night in an organized manner. Informal counts are made during normal activities.

During formal count you must return to your assigned cell, which will be locked during count periods. You will remain in your cell until the count is completed and/or the Unit Officer opens the cell door.

Special counts may be called from time to time. Regular counts are subject to change during special events. Delaying or interfering with a count is an

offense against facility policy and procedures and will not be tolerated.

Conduct and Discipline

To ensure the safe keeping and custody of all persons committed to the facility, basic behavioral expectations and general inmate rules have been established. All inmates are **required** to follow these directives or face disciplinary action.

Behavioral Expectations

- (1) All inmates must comply with the rules and regulations published in the inmate handbook.
- (2) Inmates are expected to follow directions given by all correctional staff members.
- (3) Inmates will maintain a high level of personal hygiene and a clean living environment at all times.
- (4) Every inmate is held responsible for damages to their cell area.
- (5) The possession of cigarette, tobacco products and matches is contraband and strictly prohibited.
- (6) Loud talking and the use of obscene language will not be tolerated.
- (7) All restricted areas (predetermined by facility staff) must be observed by inmates.

General Inmate Rules

- (1) Inmates will not sit or lie on tables.
- (2) Inmates will not place their feet on the furniture.
- (3) Inmates will not sit or climb on railings.
- (4) Inmates will not enter another inmate's cell.
- (5) Inmates will make their beds when not occupied, maintaining a neat and orderly cell at all times.
- (6) Inmates will be properly dressed in the day room area at all times.
- (7) All inmate movement in the corridors will be single file on the right hand side with no talking and a minimum of noise.
- (8) To receive a fresh roll of toilet paper the empty core must be presented to the housing unit officer before a new roll may be issued.

Inmate uniforms will fit your physique, Oversize and undersized attire is

prohibited.

Inmates may not store food from meals or meal items in their cells.

Causes for Disciplinary Action

The Lackawanna County Prison encourages the informal resolution of a disciplinary problem whenever possible. A "Misconduct Report" may be written by any staff member having reason to believe an inmate has committed some prohibited act.

Prohibited acts are categorized into three levels of severity:

Class I Offense

Class II Offense

Class III Offense

Staff members may choose to counsel, verbally reprimand or initiate a written report for minor violations.

Inmates are subject to disciplinary action for any of the following infractions. Criminal charges and prosecution may be brought for any disciplinary action of a criminal nature.

Class I Offenses

- (1) Homicide.
- (2) Arson.
- (3) Assault.
- (4) Sexual Misconduct.
- (5) Bribery.
- (6) Contraband – items not permitted in the facility.
- (7) Possession/trafficking of drugs, intoxicating substances, or paraphernalia.
- (8) Escape.
- (9) Attempted Escape.
- (10) Fighting.
- (11) Intoxication.
- (12) Riot.

- (13) Threats.
- (14) Interfering with a staff member.
- (15) Misuse and/or destruction of county property.
- (16) Kidnapping.
- (17) Interfering with the count.
- (18) Extortion.
- (19) Wearing a disguise or mask.
- (20) Theft.
- (21) Adulteration of any food or drink.
- (22) Unauthorized assembly.
- (23) Circulation or possession of petitions.
- (24) Abusive language to staff.
- (25) Creating a disturbance.
- (26) Filing or giving false statements.
- (27) Tampering with locking or safety devices.
- (28) Counterfeiting/forgery.
- (29) Violation of urinalysis testing.
- (30) Taking unauthorized food from the kitchen or staff dining.
- (31) Violation of visitation rules.
- (32) Repeated Class II misconducts.
- (33) Violating the terms of the Work Release program.
- (34) Conspiring with others or attempting to commit any prohibited act listed above.

Class II Offenses

- (1) Creating a minor disturbance.
- (2) Self mutilation/tattooing.
- (3) Contraband – excessive commissary, items not permitted in cells, etc.

- (4) Unauthorized use of the telephone.
- (5) Loaning any property for profit.
- (6) Out of place in the prison.
- (7) Lying to a staff member.
- (8) Failing to report to work, unexcused absence from work or failure to perform work duties.
- (9) Insulting language.
- (10) Malingering.
- (11) Sanitary violations.
- (12) Littering.
- (13) Body punching/horseplay.
- (14) Possession of excess issue.
- (15) Posting items to walls, lights or fixtures.
- (16) Unauthorized use of the mail – third party mailing, threats, exchange contraband, etc.
- (17) Insolence.
- (18) No loaning or transfer of property.
- (19) Possession of Firearms and explosives.
- (20) Repeated Class III / informal misconducts.
- (21) Disobeying a direct order.
- (22) Indecent exposure.
- (23) Gambling and possession of gambling paraphernalia.
- (24) Abuse/Misuse of telephone ID number (TID).
- (25) Possession or exhibition of anything related to a Security Threat Group.
- (26) Violating Community Service rules and regulations.
- (27) Conspiring with others or attempting to commit any prohibited act listed above.

Class III Offenses

- (1) Failure to clean your cell.
- (2) Failure to make your bed.
- (3) Dropping anything from the second floor.
- (4) Failure to keep your cell neat and orderly.
- (5) Misuse of county property.
- (6) Failure to wear issued uniform in the housing dayroom.
- (7) Building or construction of any device with an article which was not designed to be used that way.
- (8) Taking or hoarding the daily newspaper.
- (9) Misuse of any commissary item.
- (10) Running or chasing another inmate in the housing unit.

Disciplinary Action Taken

The following list details sanctions which may be imposed by the Disciplinary Committee for violations of Class I, II and III Infractions.

Class I Offenses

- (1) Up to 21 days confinement per offense. Continuous confinement for more than 45 days requires review and approval of the Warden.
- (2) Requirement for Restitution.
- (3) Placement in a more secure Housing Unit.
- (4) Loss of one or more privileges from 30 to 60 days from the date of release from disciplinary custody.

Class II Offenses

- (1) Up to 14 days in disciplinary segregation per offense.
- (2) Reclassification to another housing assignment.
- (3) Loss of one or more privileges from 30 to 60 days from the date of release from disciplinary custody.
- (4) Requirement for Restitution.

Class III Offenses

- (1) Up to 24 hour confinement to cell.
- (2) Written reprimand.
- (3) Extra work assignment.
- (4) Suspension from institutional job (up to three days maximum by work area supervisor).

All Sanctions for Class I & II Offenses will be administered by the Disciplinary Committee. Class III Offenses will be administered by the facility staff.

Pre-Hearing Detention

The Placement of an inmate into Disciplinary Detention prior to a Disciplinary Hearing for a rule Violation constitutes Pre-Hearing Detention. This action may only be taken when in the judgment of the Warden or his/her designee, the continued presence of the inmate in General Population would constitute a threat to the security of the facility and its orderly operation or the personal safety of staff or inmates.

Disciplinary Board Appeals

All decisions of the Disciplinary Committee may be appealed to the Classification Committee within 5 working days of the decision. The Committee shall consider the appeal's merits based on the following three factors:

- (1) Was there substantial evidence to support the charge?
- (2) Was there substantial compliance with this policy and procedure?
- (3) Was the sanction imposed proportionate to the rule infraction?

The Committee shall render a decision on the appeal and respond to the inmate, in writing, within 5 working days of receipt of the appeal. All reports, documents and notification of the disciplinary process shall be placed in the inmate's file.

Classification Committee Appeal

The Lackawanna County Prison has a system by which you can appeal any classification decision.

You should request and submit within five (5) days of the Classification decision, by way of the inmate request form, a Lackawanna County Prison Appeal Form. This form may be requested of the Housing Unit Officer. The

inmate must fill out this form and return it to the Housing Unit Officer.

The Housing Unit Officer will forward the classification appeal to the Classification Committee.

The Committee will review the Classification decision and make a decision on the appeal to: (a) accept, (b) overturn and or modify. The Administrative Officer will forward the decision to you within five (5) business days of receiving the appeal.

Searches

Any inmate in this facility may be searched at any time by a staff member. Frequent, unannounced searches of inmates, inmates living quarters and other areas of the facility are conducted as often as necessary to ensure the safety and security of the facility. Searches are conducted to detect and prevent the introduction of contraband, to recover missing or stolen property, and to prevent escapes and other disturbances. Searches will be conducted in a manner which will avoid unnecessary force, embarrassment, or indignity to the inmate.

The United States Supreme Court has clearly stated a decision that cell searches may be conducted without the presence of the inmate. These searches shall be properly conducted with respect to your property and will be carried out on a random basis or when suspicions arise, to help ensure facility safety and security.

Force

Force will be used by Staff when it is necessary to protect someone from injury, prevent escapes, or to enforce orders or regulations. It will at all times be minimal and just enough to maintain control of the situation.

Emergency Evacuation

During times of emergency, you are to follow the instructions of your Housing Unit Officer, work assignment Supervisor, or other staff member.

Fire drills are to be treated as if an actual fire exists.

Failure to follow evacuation procedures and orders as given by the staff will result in disciplinary action and/or criminal prosecution.

SECTION IV: INMATE WORK PROGRAM

Inmate Worker Assignment

Block Workers

Inmates must be classified as general housing for thirty (30) days before eligible to apply.

Inmates are selected as block workers by the Housing Unit Officer. Before hire, this shall be approved by the appropriate Corridor Sergeant.

Any misunderstanding of work assignments shall be interpreted by the Housing Unit Officer.

Any inmates dismissed from the block workers position, shall not be eligible for any other facility worker position for a period of sixty (60) days.

Responsibilities of the block workers are as follows:

- a. complete assigned tasks completely and orderly.
- b. maintain established personal cleanliness standards.
- c. follow the orders and directions of the Housing Unit Officer.

Inmate Facility Workers

All inmates prior to applying for a facility worker position must be classified in general housing for thirty (30) days.

All requests to apply for a facility worker position must go through the Unit Counselor.

The following are possible job assignments:

- kitchen
- laundry
- maintenance indoors/outdoors
- block worker
- custodial workers
- community service workers
- librarian
- barber (must be licensed)

Consideration for selection includes:

- inmate's length of incarceration
- inmate's facility adjustment
- facility needs
- inmate needs
- inmate security status
- inmate medical status
- inmates court status (unsentenced inmates are not required to work)

Inmates dismissed from the facility workers program shall not be eligible for any other facility worker, or unit worker, position for sixty (60) days.

Any dismissal from a facility worker position shall require a disciplinary hearing.

Any inmate dismissed from a facility worker position, shall be housed in their unit pending a disciplinary hearing.

Any inmate who wishes to quit his/her facility worker position shall work until a replacement is approved.

Community Service

Community Service is a Court Ordered program available for Lackawanna County inmates. You must earn the recommendation of Lackawanna County Prison staff, who will, in turn, prepare a Court Order for your sentencing judge. Participation in this program may assist you in attaining placement into the Work Release Program. Once a Court Order placing you into this program has been assigned you will be oriented into the program by the appropriate prison official. Should you require any additional information on the criteria for placement into this program, please see your housing unit Counselor for clarification.

Work Release / Home Detention

Work Release and Home Detention are granted by the Court and are only available for Lackawanna County inmates. The Lackawanna County Prison is not required or obligated to find you a job. Once your sentencing judge signs an order you will be oriented into the appropriate program by the appropriate prison official. Should you require any additional information on the criteria for placement into these programs, please see your housing unit Counselor for clarification.

SECTION V: Sexual Harassment**Sexual Harassment of Inmates**

Sexual harassment of inmates is strictly prohibited by the Lackawanna County Prison. Sexual harassment is defined as sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature, sexually offensive comments or gestures or any physical contact that is of a sexual nature or sexually suggestive.

If you have experienced sexual harassment by staff, inmates visitors, contractors, or individuals/groups that have business with the facility you must report it to a staff member as soon as possible. If you file a report you must include the names of all parties involved; the specific details of the incident(s), date(s), time(s), or place(s) of alleged incidents; and witnesses if any. You will not be retaliated against for reporting an incident of sexual harassment or for providing witness testimony.

All complaints and allegations of sexual harassment with an inmate will be investigated confidentially, thoroughly, and promptly.

SECTION VI: Sexual Contact**Sexual Contact with Inmates**

Sexual contact with inmates is strictly prohibited by the Lackawanna County Prison. Sexual contact refers to any sexual behavior directed towards an inmate and includes, but is not limited to: rape; any acts or attempts to commit acts which involve sexual contact; sexual abuse or assault; the intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thighs, or buttocks.

If you are the victim of sexual contact you should report it to a staff member as soon as possible. All inmates, staff, visitors, contractors, and volunteers have a duty to report an incident of sexual contact. All complaints and allegations of sexual contact with an inmate will be investigated confidentially, thoroughly, and promptly. (Refer to the sexual abuse or sexual assault posting on your assigned unit).

Designated Count Times (Daily)

0615 hours (6:15am)

1400 hours (2pm)

2000 hours (8pm)

2300 hours (11pm)

0300 hours (3am) - Bed Check Count

Inmate Orientation / PREA Video

The Inmate Orientation / PREA Video will be broadcasted throughout the facility every Monday through Friday. Broadcasts shall be announced via the facility Public Address System.

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